



# The Roman Catholic Archdiocese of Washington

## Clergy Compliance Checklist

This checklist is for priests who have an assignment or will reside at an Archdiocese of Washington property.

### Apply for Faculties

[adw.org/vocations/priesthood/apply-for-faculties](http://adw.org/vocations/priesthood/apply-for-faculties)

### Register for VIRTUS (If you already have an account with another diocese, please contact VIRTUS at 888-847-8870 to transfer to the Archdiocese of Washington)

- Visit [virtusonline.org](http://virtusonline.org) and click on "First Time Registrant."
- Select "Washington, DC (Archdiocese)" and create a username and password.
- Provide Personal Information and select your primary location and role/position.
- Answer the required questions, including those on contact with minors.
- Electronically sign and acknowledge that you have read and understand the Code of Conduct.
- Select a Virtus session in English or Spanish.
- Complete the Online Training: Navigate to "Current Training," click on the assigned module, and complete the Protecting God's Children Online Awareness Session 4.0.

### Electronic Background Check

- Contact the Clergy Office to obtain the necessary link for completing the electronic background check.

### FBI Livescan Fingerprinting (All the above steps must be completed and reflected in VIRTUS before proceeding with Livescan fingerprinting)

- Fingerprinting is available for Clergy at the Pastoral Center. Please contact [safeenvironment@adw.org](mailto:safeenvironment@adw.org) to schedule an appointment.
- Please ensure you bring the Livescan pre-registration application and a valid form of identification to your fingerprinting appointment.

### Archdiocese of Washington Safe Environment Policy

- Review the Safe Environment Policy online at [adw.org/safeenvironment](http://adw.org/safeenvironment), sign the Acknowledgement Form, and return it to the Clergy Office within 30 days of completing the training.
  - To request a physical copy the Safe Environment Policy please contact the Office of Safe Environment at [safeenvironment@adw.org](mailto:safeenvironment@adw.org).

### Bulletins

- Read the monthly bulletins that are sent to your email address used when creating a VIRTUS account